

### Printing Your File

Most of the time, you will want to create a print-out of your work, especially if you want to provide information to a business associate or someone else who has an interest in your work. GRAPH IT!'s Print command gives you several options for creating permanent versions of your work.

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NOTE: While the printer is printing, the **ESC** key will cancel printing.

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After you choose Print, a window appears which says, "Printing . . ." In a few seconds an hourglass appears. If printing does not start, check to see that your printer is plugged in, turned on and on-line (the "select" light is on). You must also have the correct printer, interface card and slot selected with the Configure option (see Chapter 2).

### ■ Standard Printing Procedures

Choose the Print option from the FILE menu to print out the current chart at  $2\frac{5}{8}$ " high by  $7\frac{3}{4}$ " wide. A full-size print-out would appear stretched since the ratio of screen height to screen width is different from that of the printer. This is most evident with Pie charts.

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NOTE: All printers are treated as having an 8½-inch paper width.

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In its default setting, GRAPH IT! prints the charts at half size to avoid this stretched look and to provide better detail and lettering quality. If you wish to print out your chart at full height, make sure the Double Height option in the FILE menu is toggled on before selecting Print.

Other printing options available:

- **DOUBLE STRIKE**—Each line is struck twice, increasing printing time, but greatly enhancing the print contrast and quality.
- **ROTATE**—Since a sheet of paper is longer than it is wide and the computer screen is wider than it is high, rotating the chart at printing time produces a better proportioned and bigger print-out. As in most enlarged printing, the disadvantage of the larger print-out is that “stair-casing” in curves, diagonal lines and lettering is more noticeable.
- **DOUBLE WIDTH**—When continuous form paper is used (as opposed to single sheets), print-outs may be much wider since they can print across multiple pages.

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NOTE: Rotate combined with Double Width and Double Height produces an impressive wall-sized chart up to 7½ x 15 inches in size! Double Strike is also effective.

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Experiment with the Print options. You're sure to find a combination that's just right for your charts. The Print options Double Height, Double Strike and Rotate may be selected in any combination. Double Width is only effective when Rotate is also selected.

### ■ Special Printing Options

**Color Printing**—GRAPH IT! supports color printing on the ImageWriter II. To take advantage of this option, first select Color Display from the GRAPH menu; this automatically activates color printing. Then proceed to the FILE menu and select Print (or use the Quick Keys ). If you want to take advantage of any of the other options, such as Double Height, select them before selecting the Print command.

Remember this about color printing:

- You must have a color ribbon installed in the printer.
- When in the color mode, all the legend and chart elements will be displayed in color on a color monitor, but the text may be blurry. IIGS users can select monochrome display from their Control Panel: the text will be clear, and the colors will display as black and white patterns. In either case, the print-outs will be just fine.

Note that after color printing you must once again select Graph from the GRAPH menu to redraw your chart for correct display on the screen. (The printing process only leaves the color elements displayed.)

**Laser Printing**—While GRAPH IT! does not directly support this option, you can get a laser print-out of your graph through PUBLISH IT! or PUBLISH IT! 2. Simply save your graph as a graphics file as described above, and then import it into a PUBLISH IT! or PUBLISH IT! 2 document. See Chapter 5 of the PUBLISH IT! or PUBLISH IT! 2 manual for more information.

### Quitting GRAPH IT!

When you are finished working with GRAPH IT!, select the Quit option from the FILE menu to leave the program and run another application. You can also exit the program using the Quick Keys .

## 5 FEATURES AND FUNCTIONS

This chapter provides Facts at Your Fingertips for GRAPH IT!'s Data Display Window, menus and Quick Keys. Each menu is shown, followed by brief explanations of each menu option.

To review how to make menu selections using the mouse or keyboard, refer to Chapter 2. To open any menu, just click and hold on its name in the Menu Bar.

## 5: Features and Functions

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### The Data Display Window

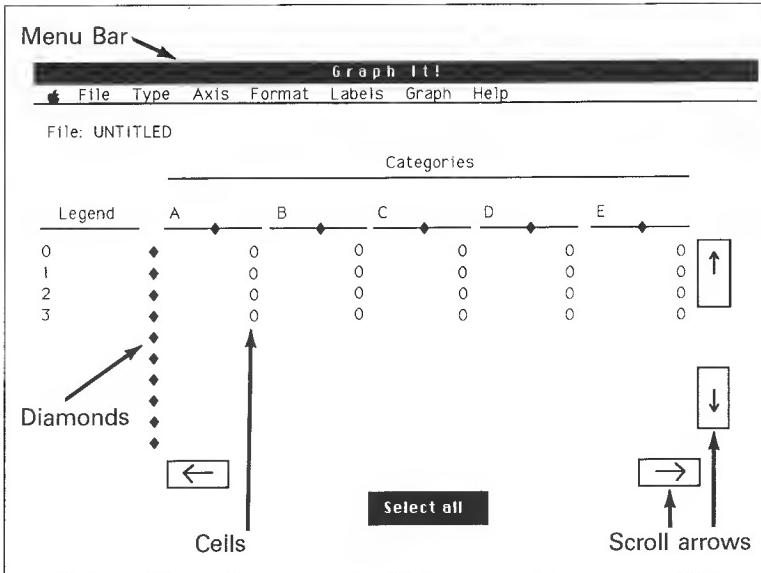


Figure 15

**Menu Bar**—For selecting pull-down menus.

**File**—Shows the name of the current working file.  
UNTITLED appears if working with a new file that has not previously been saved.

**Categories**—Category names are entered in these lettered areas.

**Legends**—Legend names are entered in these numbered areas.

**Cells**—For data entry.

**Scroll arrows**—For moving around the Data Display Window.

**Select All button**—To select all data in the file for graphing.

**Diamonds**—For selecting either rows or columns of data for graphing.

### The GRAPH IT! Menus

#### The APPLE Menu

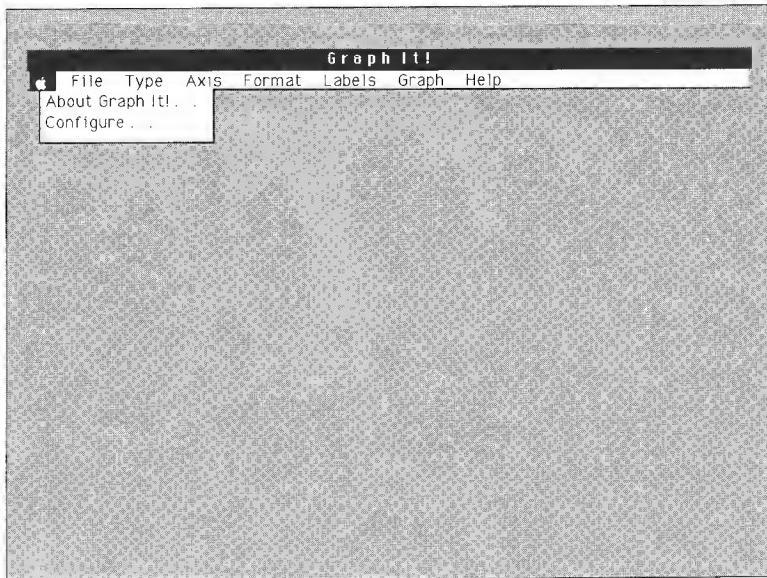


Figure 16

**About GRAPH IT!**—Select this option to see which version number of GRAPH IT! you are using. You'll need this if you ever have to contact Timeworks Technical Support department. Click on CONTINUE to return to the program.

**Configure**—Choose this to specify your printer, printer interface card and printer slot. GRAPH IT! currently supports over sixty printers and nearly sixty interface cards. For detailed information on the Configure option, see Chapter 1.

## The FILE Menu

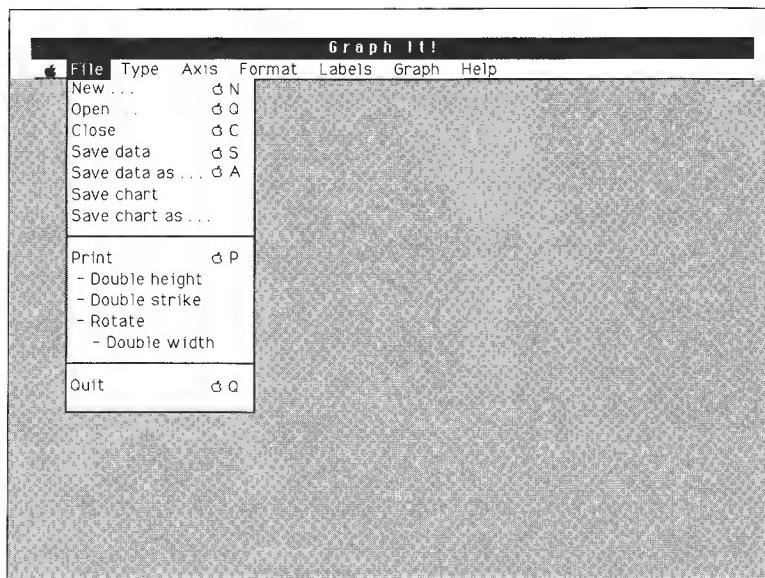


Figure 17

**New... [apple] [N]**—To open a new Data Display Window, select New... from the FILE menu. See Chapters 3 and 4 for information on specifying the size of your file.

**Open...  **—To display a previously created data file, select this option. A sub-menu will ask you to specify whether the file is a GRAPH IT! file or an AppleWorks file. Click on the correct file type and then select the file name from the File Selector Dialog Box that appears.

**Close  **—Select this to clear the current Data Display Window before creating a new window using the New... or Open... commands.

**Save Data  **—Use this option to save the data, labels and current chart options in effect to a GRAPH IT! data file under the current file name. This saves you time in saving updates of a file as you work with it.

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**NOTE:** If the file name specified already exists, it will be replaced with the new file. If you wish to be warned ahead of time, select the Save Data As... command.

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**Save Data As  **—Select this option to save data, labels and current chart options with a different name or on a different disk or drive.

**Save Chart**—To save the current chart as a PUBLISH IT! or PUBLISH IT! 2 compatible binary graphic file, select this option. The graphic file may then be altered or incorporated into desktop publishing documents with Timeworks PUBLISH IT! or PUBLISH IT! 2 program.

**Save Chart As...—**Select this option to save the current chart with a different name or on a different disk or drive.